

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TEMPE TEST:

Have I done everything today The Tempe Way?

INTERNAL AUDIT MANAGER

Purpose:

To actively support and uphold the City's stated mission, vision, and values. Director of the City's Internal Audit Department -- to develop and implement the City's internal audit program in order to investigate and report on the operational effectiveness and efficiency; to evaluate compliance with applicable ordinances, regulations and contracts.

Supervision Received and Exercised:

Receives direction from the City Manager.

Exercises direct supervision over the Internal Auditors.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Supervise the development of work procedures created by employees who perform the work;
- Supervise the development of short and long-range objectives for the Internal Audit Department that are based on the City's overall mission and vision;
- Analyze the needs of the Internal Audit Department; develop and manage the budget accordingly, making the most efficient use of resources;
- Review the work of the Internal Audit staff, provide and elicit 360° feedback on work performed;
- Advise the Tempe Audit Committee on matters relating to internal control, operating efficiency and effectiveness;

Effective July 2000

Revised July 2002 Range Changed

Revised Sept 2003 Became part of Department Head structure. Title and range changed.

CITY OF TEMPE

Internal Audit Manager (continued)

- Perform internal audits to determine legal and financial compliance and operational and program efficiency and effectiveness, in light of the City's stated mission and vision; examine departmental accounts and reports to determine compliance with applicable ordinances, regulations, and contracts.
- Perform audits of various City departments, programs and systems to determine effectiveness of programs and ensure that appropriate internal controls are in place; audit books and records of concessionaires working under agreement with the City.
- Initiate and review a variety of audit programs including a City-wide audit plan; gather and analyze data as necessary;
- Determine violations and non-compliance, detect and explain significant account irregularities, recommend effective corrective measures and follow-up on the implementation of corrective measures;
- Prepare and present formal written audit reports to include findings and recommendations for the correction of operational deficiencies, procedures and practices;
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible internal auditing, public accounting or related experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Effective July 2000

Revised July 2002 Range Changed

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CITY OF TEMPE

Internal Audit Manager (continued)

Certification as a Certified Public Accountant or Certified Internal Auditor is desirable.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0205

Salary Range: 161

Compensation Plan: E40 / Executive

FLSA: Exempt

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